

Section 6 – Responsibilities of Division Level Leaders

Division President-elect

The president-elect is an officer of the division and is a member of the Board of Directors and Executive Committee. He/she presides at Board and Executive Committee meetings in the president's absence.

Major Responsibilities

- Appoint division committee chairs and members for terms beginning in his/her presidential year
- Attend leadership training at ALA (expenses paid)
- Gain an understanding of key LLAMA projects/issues and how LLAMA operates within the ALA structure
- Gain an understanding of the LLAMA strategic plan
- Participate in regularly scheduled conference calls with the President, Past-President and staff. The frequency of these varies depending on the president's decision. In the past they have been weekly, bi-weekly, or twice a month.
- Explore ideas for theme/content of Annual Conference President's Program

President-elect's Calendar

July

- July 1, term begins
- President/Pres-elect/Past-President conf calls generally begin

September

- September 1, new fiscal year begins
- Receive information on ALA Leadership Training for President-elects from staff

October

- Serve on ALA Committee on Appointments and make recommendations for LLAMA appointment to several ALA-level committees (ongoing)
- Participate in online orientation session for new Board members and committee chairs
- Attend ALA Leadership Training for President-elects in Chicago (Thursday, October 10, 2016), includes group dinner with incoming ALA President on Wednesday night
- Participate in virtual Fall Executive Committee Meeting



Leadership Orientation

November

- Begin putting in place President's Program Cmt, though formal appointments won't happen until spring.

January

- Participate in virtual pre-Midwinter Board Update call

Midwinter Meeting

- Attend Midwinter Executive Committee Meeting Thursday
- Attend Board meetings Friday and Monday
- Attend social hour Friday
- Attend section all-committee meeting Saturday, serves as resource for questions
- Attend division all-committee meeting Saturday, serves as resource for questions
- Meet with members of President's Program Cmt, if available, and explores ideas for the program
- Attend Division Presidents-elects' Luncheon Saturday
- Attend Leadership Development Seminar Sunday
- Attend LLAMA Happy Hour on Sunday

March

- Receive appointment database instructions from staff

April

- Participate in virtual Executive Cmt Spring Meeting
- Talk with current President about appointments
- Reach out to division committee chairs for recommendations on re-appointments
- Check in with section chair-elects on appointment progress and questions
- Call with Executive Director to answer any appointment question, check-in on President's Program, etc.
- Receives inaugural luncheon information from staff

May

- Appointments continue



Leadership Orientation

June

- 90% of appointments complete
- Participate in virtual pre-Annual Board Update

Annual Conference

- If possible, attend Emerging Leader poster session on Friday (if LLAMA-sponsored project is being presented)
- Attend Board meetings Friday and Monday
- Attend LLAMA President's Social on Friday
- Attend LLAMA fundraiser on Friday night (if one is being held)
- Attend LLAMA President's Program on Saturday
- Attend Division President-elects' Luncheon Saturday
- Attend John Cotton Dana awards Sunday
- Attend LLAMA Happy Hour on Sunday
- Attend AIA or IIDA awards (alternate yearly)
- Attend Inaugural Brunch on Tuesday with ALA/division President-elects
- Represent LLAMA at ALA functions as necessary

Division President

The president is the chief elected officer of the division and chairs the Executive Committee and the Board of Directors. He/she presides at Board and Executive Committee meetings and serves as an ex-officio member of all division level committees, with the exception of the Nominating Committee, without the right to vote.

Major Responsibilities

- Represent LLAMA to ALA and other divisions, and respond to ALA requests, such as forwarding names for ALA committee or project assignments
- Appoint division committee chairs and members as needed
- Appoint members to any new committee or task force created during his/her term
- Lead Board and Executive Committee strategy discussions
- Write a quarterly column for Library Leadership & Management
- Chair regularly scheduled conference calls with the President-elect, Past-President and staff. The frequency of calls varies based on the president's decision. In the past they have been weekly, bi-weekly, or twice a month.
- Develop with the executive director the agendas for Board and Executive Committee meetings
- With staff, helps lead annual online orientation session for new and incoming Board members and committee chairs
- Give guidance to the Leadership Development Committee for planning the Midwinter Meeting Leadership Development Seminar
- Give guidance to the President's Program Committee for planning the Annual Conference President's Program
- Look for collaborative opportunities, both inside and outside of ALA, where appropriate
- Communicate with the rest of the Board, sections, and/or committees, as necessary
- Communicate with other Division Presidents and the ALA President, as appropriate
- Host the LLAMA Social in the president's suite at Annual Conference (suite and social expenses paid)

President's Calendar

July

- July 1, term begins
- Establish day/time/frequency of President/Pres-elect/Past-President conf calls
- Write President's LL&M column
- Email welcome to Board; reminder that Section/Div Cmt Report form due

August

- Complete appointments for committees, task forces, representatives, etc.
- Lead online discussion of emerging leaders selection

September

- September 1, new fiscal year begins
- Work with executive director to develop agenda for virtual Fall Executive Committee Meeting
- Helps lead online orientation session for new Board members and committee chairs

October

- Email to division cmt chairs with meeting agenda; request for any reports, updates, suggestions from committees
- Chair the virtual Fall Executive Committee Meeting
- Write President's LL&M column

December

- Work with Executive Director to develop agenda for virtual pre-Midwinter Board Update
- Work with Executive Director to develop agenda for Midwinter Board meeting

January

- Email to division cmt chairs and LLAMA reps with Midwinter Board agenda; request for any reports, updates, suggestions from committees
- Chair virtual pre-Midwinter Board Update call
- President's column due mid-month

Midwinter Meeting

- Chair the Midwinter Executive Committee Meeting Thursday
- Chair Board meetings Friday and Monday
- Attend social hour Friday
- Welcome/thank you to committee members at section all-committee meeting Saturday
- Welcome/thank you to committee members at division all-committee meeting Saturday
- Attend Division Presidents' Luncheon Saturday
- Introductory remarks at Leadership Development Seminar Sunday
- Attend LLAMA Happy Hour on Sunday
- Meet with President's Program Committee
- Represent LLAMA at ALA functions as necessary

February

- Email reminder to Board/Cmt chairs that Section/Div Cmt Report form is due
- Write President's LL&M column

March

- Work with executive director to develop agenda for virtual Spring Executive Committee meeting

April

- Chair virtual Executive Cmt Spring Meeting
- Share insights on appointment process with President-elect
- Write President's LL&M column

May

- Congratulatory note to newly elected Exec Cmt members
- Prepare an annual report to the ALA Council about LLAMA's achievements during the year. Executive director will send previous reports and contribute as necessary.
- Review presidential suite options with executive director, if applicable. Occasionally ALA Conf Services only has one hotel available.

June

- Work with executive director to develop agenda for Annual Conference Board meeting
- Email to division cmt chairs and LLAMA reps with Annual Board agenda; request for any reports, updates, suggestions from committees
- Chair virtual pre-Annual Board Update

Annual Conference

- If possible, attend Emerging Leader poster session on Friday, if LLAMA-sponsored project is being presented
- Host LLAMA President's Social in suite on Friday
- Chair Board meetings
- Attend Division Presidents' Luncheon Saturday
- Introductory remarks at President's Program
- Attend John Cotton Dana awards Sunday
- Attend AIA or IIDA awards (alternate yearly)
- Attend LLAMA Happy Hour on Sunday
- Attend Inaugural Brunch on Tuesday, if available
- Represent LLAMA at ALA functions as necessary

Post-Annual Conference

- When appropriate, write thank you notes to individuals who give their time and resources to LLAMA
- Work with executive director on email thank you notes to all division/section volunteers who have completed their terms

Division Past-President

The immediate past-president is an officer of the division and serves on the Executive Committee and the Board of Directors. The past-president has no specific responsibilities outlined in the bylaws, however, he/she helps shape policy and the future direction of the division based on knowledge and insights gained during his/her year as president. The past-president is often asked by the president to manage special projects, particularly if the project originated during his/her presidential year.

Major Responsibilities

- Participate in calls with the president and president-elect
- Act as a resource for the president on appointments, policy questions, etc.
- In consultation with Executive Committee/Board write and send Executive Director's evaluation (generally a 1-page summary) to ALA Senior Associate Executive Director
- By tradition, chair the division Nominating Committee the year after completing his/her term as past-president
- Serve as Member Liaison to Emerging Leader Project Team (in years when LLAMA is sponsoring an EL project)

Past-President's Calendar

July/August

- Participate in President/Pres-elect/Past-President conf calls
- Assist the new President as requested

October

- Participate in virtual Fall Executive Committee Meeting

January

- Participate in virtual pre-Midwinter Board Update call

Midwinter Meeting

- Attend Midwinter Executive Committee Meeting Thursday
- Attend Board meetings Friday and Monday
- Attend Emerging Leader kickoff luncheon on Friday (if applicable)
- Attend Board social hour Friday
- Attend section and division all-committee meetings Saturday
- Attend LLAMA Happy Hour on Sunday



Leadership Orientation

April

- Participate in virtual Executive Cmt Spring Meeting

June

- Participate in virtual pre-Annual Board Update

Annual Conference

- Attend Emerging Leader poster session on Friday (if applicable)
- Attends LLAMA Social in presidential suite on Friday
- Attend Board meetings Friday and Monday
- Attend LLAMA Happy Hour on Sunday

Division Councilor

The division councilor is elected for a three-year term and serves as a member of the Board and Executive Committee. The councilor represents the interests of the division on the ALA Council.

Major Responsibilities

- Attend all meetings of the ALA Council
- Report to the Board and Executive Committee on Council issues affecting LLAMA and/or ALA, between and during ALA conferences
- Ask the Board for input on Council votes, as necessary
- Report to the Board on Council actions after Council meets
- Understand policies and procedures relating to Council
- Stay informed about major LLAMA projects and interests as reflected in the Strategic Plan and Annual Operating Plan
- Understand key ALA policies and their potential impact on LLAMA, i.e., ALA Policy 6.4.1 – the operating agreement between ALA at the Divisions

Councilor's Calendar

July

- Post on Board ALA Connect site, or send to Executive Director, Council actions from just-completed Annual Conference

October

- Participate in virtual Fall Executive Committee Meeting

January

- Participate in virtual pre-Midwinter Board Update call
- Post on Board ALA Connect site, or send to Executive Director, any Council documents that the Board will need to discuss at the Midwinter Meeting

Midwinter Meeting

- Attend Midwinter Executive Committee Meeting Thursday
- Attend Council meetings Sunday, Monday and Tuesday
- Attend other Council meetings, i.e., orientation, as necessary
- Attend Board meetings Friday and Monday
- Attend Board social hour Friday
- Interact with other Division Councilors
- When requested by the Board, bring issues or resolutions to the ALA Council on behalf of LLAMA

April



Leadership Orientation

- Participate in virtual Executive Cmt Spring Meeting

June

- Post on Board ALA Connect site, or send to Executive Director, any Council documents that the Board will need to discuss at the Annual Conference

Annual Conference

- Attend Council meetings Sunday, Monday and Tuesday
- Attend other Council meetings, i.e., orientation, as necessary
- Attend Board meetings Friday and Monday
- Attend President's Social Friday
- Take advantage of opportunities to interact with other Division Councilors
- When requested by the Board, bring issues or resolutions to the ALA Council on behalf of LLAMA

Division Treasurer

The division treasurer is selected for a two-year term and by the Board, on recommendation of the President-elect, at the final Annual Conference Board meeting before the Treasurer's term is to begin. The treasurer serves as a member of the Board and Executive Committee.

Major Responsibilities

- Report to the Board and Executive Committee on financial status of the division
- Recommend to the Board and Executive Committee policies and decisions that will improve financial decision making and/or the financial health of the division
- Evaluate proposed projects and programs that have fiscal implications
- Work with the Executive Director to develop the annual budget
- Work with the Executive Director to develop instructive financial reports
- Communicate regularly with the Executive Director regarding budget issues and reports
- Stay informed about major LLAMA projects and interests as reflected in the Strategic Plan and their impact on the budget
- Understand key ALA policies and their potential impact on LLAMA, i.e., ALA Policy 6.4.1 – the operating agreement between ALA at the Divisions
- Report to the Board and Executive Committee on ALA financial issues, particularly those affecting the relationship of ALA and the divisions
- Communicate with LLAMA's BARC liaison as needed
- Represent LLAMA on the ALA Planning & Budget Assembly

Treasurer's Calendar

July

- Work with Executive Director to submit final budget for next fiscal year, based on actions from Annual Conference and Section/Div Cmt Report forms

August

- Bimonthly call with Executive Director

September

- September 1, new fiscal year begins

October

- Participate in virtual Fall Executive Committee Meeting

January

- Pre-Midwinter Meeting call with Executive Director
- Participate in virtual pre-Midwinter Board Update call
- Post on Board ALA Connect site, or send to Executive Director, any financial reports that the Board will need to discuss at the Midwinter

Midwinter Meeting

- Attend Midwinter Executive Committee Meeting Thursday
- Attend Board meetings Friday and Monday
- Attend Board social hour Friday
- Attend PBA and BARC/Division leaders meeting Sunday
- Seek opportunities to interact with other Division fiscal officers

February

- Work with Executive Director to submit initial next fiscal year budget, based on actions from the Midwinter Meeting and Section/Div Cmt Report forms

March

- Communicate with LLAMA's BARC liaison in preparation for the BARC spring meeting

April

- Bimonthly call with Executive Director
- Participate in virtual Executive Cmt Spring Meeting

June

- Pre-Annual Conference call with Executive Director
- Post on Board ALA Connect site, or send to Executive Director, any financial reports that the Board will need to discuss at the Annual Conference

Annual Conference

- Attend Board meetings Friday and Monday
- Attend President's Social Friday
- Attend PBA and BARC/Division leaders meeting Sunday
- Seek opportunities to interact with other Division fiscal officers

Division Director-at-Large

The director-at-large serves on the Executive Committee and the Board of Directors. The director-at-large has no specific responsibilities outlined in the bylaws; however, he/she helps shape policy and the future direction of the division and serves as a communication link between the LLAMA membership and Executive Committee.

Major Responsibilities

- Serves as the LLAMA members' ombudsman

Director-at-Large's Calendar

July/August

- Assist the new President as requested

October

- Participate in virtual Fall Executive Committee Meeting

January

- Participate in virtual pre-Midwinter Board Update call

Midwinter Meeting

- Attend Midwinter Executive Committee Meeting Thursday
- Attend Board meetings Friday and Monday
- Attend Board social hour Friday
- Attend section and division all-committee meetings Saturday
- Attend LLAMA Happy Hour on Sunday

April

- Participate in virtual Executive Cmt Spring Meeting

June

- Participate in virtual pre-Annual Board Update

Annual Conference

- Attend Board meetings Friday and Monday
- Attends LLAMA Social in presidential suite on Friday
- Attend LLAMA Happy Hour on Sunday